



Plumpton School,  
Plumpton, Penrith, Cumbria, CA11 9PA

## **FINANCE AND PREMISES COMMITTEE**

### **Terms of Reference and Constitution**

#### **Membership**

1. The Committee shall consist of six governors (including the Headteacher).
2. Other members of the Governing Body and the Office Manager may attend meetings of the committee but shall not be entitled to vote.
3. The Committee shall meet six times per year.
4. The quorum of the committee shall be three governors.

#### **5. Functions**

The Committee shall exercise the following powers of duties:-

- i) Monitor the school budget and the school fund throughout the year.
  - ii) Recommend to the Governors the school budget plan for the following 3 financial years.
  - iii) Exercise the following delegated powers:
    - a) enter into contracts below £5,000
    - b) exercise virement within the LA's recommended scheme.
    - c) authorise the Headteacher to make miscellaneous financial decisions and make payments not exceeding £5,000.
    - d) monitor health and safety matters within the school.
    - e) approve a scheme of expenses for staff and governors
    - f) any other powers which from time to time the governors deem it appropriate to delegate.
  - iii) Monitor the condition of the building and approve minor repairs and improvements not exceeding £5000.
6. All minutes of the Committee shall be circulated to the Full Governors at their next appropriate meeting.
  7. The constitution and terms of reference of the Committee shall be reviewed annually by the Governors